

SOCIAL WORKER IV

CLASSIFICATION DEFINITION

Under general direction, the Social Worker IV performs casework of an advanced nature dealing with complex individual and family problems; undertakes intensive treatment plans and counseling requiring professional knowledge and training; performs other related work as assigned.

Social Worker IV requires a Master's degree and is the highest non-supervisory level in the series. Incumbents perform casework requiring the application of high level and sophisticated social services expertise and techniques, generally in areas such as adoptions and protective services.

Social Worker IV differs from the next higher class of Social Worker Supervisor I in that the latter is the first supervisory level. Social Worker IV differs from Social Worker III in that the former is the Master's level Social Worker, whereas Social Worker III is the advanced journey level and does not require a Master's degree.

SUPERVISION EXERCISED AND RECEIVED

Social Worker IV receives supervision from a Social Worker Supervisor II or other higher-level supervisor or manager. A Social Worker IV may provide lead direction to lower level Social Workers or service employees.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

- Undertakes case studies for the purpose of assessing problems and determining appropriate types and methods of treatment.
- Undertakes intensive long or short-term treatment plans, which require a comprehensive fund of professional knowledge with the aim of improving or restoring individual or family functioning.
- Acts as a Casework Consultant to staff members without professional training.
- Functions at a highly skilled level in such areas as counseling, protective services, medical social work, family services, community organization and research.
- May perform the following specific types of counseling: marital, family inter-relationship, protective services for children or adults incapable of self-care.
- Investigates and provides services to children where their physical or emotional welfare is involved such as cases of neglect, emotional or behavioral problems, physical or mental disabilities, or other health conditions involving a child's personality; unmarried parenthood; conflict in parent-child relationships; lack of proper guardianship of a child; problems in school or community relationships;

inadequate child care arrangements by working parents or the absence of one parent from the home and its effects on the stability of the child's home.

- Provides services and counseling in cases of desertion or impending desertion of a spouse.
- Interprets and explains rules, regulations and policies to clients and applicants.
- Maintains casework record and handles relevant correspondence.
- Operates a personal computer and other office equipment.
- Communicates effectively with others in person and over the telephone.
- Analyzes data, interprets directions, procedures and regulations, and develops appropriate responses.
- Performs job duties under stressful conditions.
- Responds appropriately to situations.
- Maintains confidential information in accordance with legal standards and/or County regulations.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Social services research methods.
- Physical and mental health principles and the impact on the personality.
- Local socio-economic conditions, trends, and current problems and methodology in the field of public social services.
- Basic principles and techniques of interviewing and recording the social casework.
- Laws, rules, and regulations governing the operation of the public welfare agency.
- Community organizations and social problems calling for the use of public and private community resources.
- Basic principles involved in the nature, growth and development of personality, and in-group processes.
- Basic principles of individual and group behavior.
- Current issues in the field of social welfare.
- Principles of interviewing and problems-solving methodology.
- Basic public welfare programs on the Federal, State, and local level.
- General principles of public assistance policies and programs.

Ability to:

- Apply the principles of child psychology and family relationships.
- Evaluate personal psychological factors in the child and/or family's situation.
- Act effectively in stressful situations.
- Demonstrate skill in the more difficult casework areas.
- Accept and use consultative supervision.
- Analyze situations and adopt effective courses of action.
- Apply existing laws, rules and regulations to welfare department operations and

interpret and explain to the applicant, recipient, or others public social services programs, policies, rules and regulations.

- Develop skill in interviewing, case recording and interpretation.
- Work constructively within a community setting and effectively use appropriate resources and services.
- Understand and learn the agency programs, policy and procedures.
- Obtain and recognize relevant and significant facts.
- Organize and maintain work detail.
- Relate and work well with agency staff, clients, and others.
- Communicate effectively, both orally and in writing.
- Establish and maintain client rapport on an individual basis.
- Maintain confidentiality in accordance with legal standards and/or county regulations.
- Use computers and related software.
- Establish and maintain cooperative working relationships with agency staff, clients, and outside organizations.

MINIMUM QUALIFICATIONS (Education and/or Experience)

EITHER

A Master's degree in Social Work;

OR

A Master's degree from a two (2) year counseling program

[Qualifying master's degrees from a two - year counseling program are those that include a course of study with emphasis in vocational rehabilitation, family or marriage counseling, gerontology, or a closely related field. Qualifying two year counseling degree programs must have included an internship or supervised fieldwork and completion of approximately 45 semester or 67 quarter units of graduate level courses. Completion of all of the requirements for a Marriage and Family Therapy (MFT) license program may be substituted upon submission of verifying proof.]

SPECIAL REQUIREMENT

Some positions may require possession of special language and culture skills as a bona fide qualifications standard. In these cases, candidates must demonstrate that they possess the required skills.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.